

3-23-1970

## Selection of Department Chairmen

The College at Brockport, College Senate

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Routing # 72 69-70

Resolution  
#60 1969-1970

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on May 4, 1970  
(Date)


RE: XX I. Formal resolution (Act of Determination)  
       II. Recommendation (Urging the fitness of)  
       III. Other (Notice, Request, Report, etc.)

SUBJECT: Selection of Department Chairman

Dr. Rock moved, seconded by Dr. Swartout, to accept the document as presented.

Mr. Balling called the question. Motion carried. Vote: Yes - 17, No - 1,  
Abst. - 0.

(see attached document)

Signed  Date Sent: 5/8/70  
(For the Senate)

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

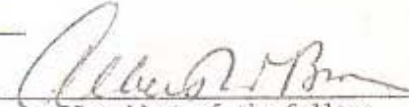
RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date \_\_\_\_\_
- b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_.
- c. Unacceptable for the reasons contained in the attached explanation
- II, III. a. Received and acknowledged
- b. Comment:

DISTRIBUTION: Vice-Presidents: Allen, Cameron

Others as identified: Burke, Rakov, Gennarino, Virgilio, J. Henderson,  
Stebbins, Kiefer, Hewitt, Brandell, Watts

Distribution Date: MAY 4 1970

Signed:   
President of the College

Date Received by the Senate: \_\_\_\_\_

#### SELECTION OF DEPARTMENT CHAIRMEN

1. Upon notification from the Associate Dean that a vacancy exists, the department shall elect a selection committee. This committee will work with the Associate Dean to prepare a description of the desired qualifications of the department chairman, to recruit applicants for the position, and to make recommendations to the department. Desired qualifications will include scholarship, teaching experience, administrative potential, and humaneness.
2. The Associate Dean will conduct the election of the selection committee by secret ballot and shall be available for consultation during the search.
3. The committee will consist of five members, at least three of whom will hold the rank of associate or full professor where possible. All committee members will hold either a term or continuing appointment. In the event there are fewer than five members in the department, the department as a whole will act as the committee. Ex officio members may be added to the committee at the discretion of the committee.
4. Once elected the committee will publicize the vacancy widely and will conduct a nationwide search to secure applicants.
5. After applications and credentials have been received, the committee will systematically process the candidates, ranking them vis a vis the criteria of the job description. The committee will then reduce the total number of applicants to a ranked list of acceptable candidates.
6. The committee will present a ranked list of acceptable candidates to the department as a whole for its consideration. At least two of the candidates will be interviewed by both the screening committee and the department.
7. The department will recommend to the President through the Associate Dean the leading acceptable candidate or candidates on a ranked list.
8. If the first ranked candidate declines the position or for other reasons is not appointed, the President will work with the selection committee to offer the position to another acceptable candidate.
9. In the event no acceptable candidate is secured, the committee shall be empowered by the department to continue its search or a new committee elected.
10. If an emergency necessitates filling a department chairman's position on an acting or interim basis, the President shall do so after consultation with the department.